



DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER  
Procurement Division/Surplus Property Unit

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Lateral Transfers and Candidates on a current examination list**

**Location:** Wethersfield, CT  
Possible Move to Hartford, CT in 2013

**Job Posting No:** 00077555

**Hours:** 40 Hours per Week - Some Overtime Required

**Salary:** AR 23 (\$60,593 - \$78,332 annually or \$2,321.58 - \$3,001.23) Biweekly

**Closing Date:** November 2, 2012

**Eligibility:** Candidates must have applied for and passed the Fiscal Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

The Department of Administrative Services, Procurement Division, Surplus Property Unit is currently seeking a full-time highly motivated, self-starter to manage the acquisition and disposal of State Surplus Property. This position is responsible for the tabulation of surplus lots which have been sold, and identify the appropriate funding in which the sales receipt should be scheduled for deposit. The incumbent must have knowledge of state and federal statutes, policies and have a financial background to perform these functions. This position processes documentation for sale and transfer of vehicles and property such as; bill of sales or certificates of origin for state vehicles and responsible for determining a proper selling price for vehicles/equipment by analyzing pricing guides such as Kelly Blue Book, NADA Guides and other sources to determine sale prices which are the best value for the State. The selected applicant must have knowledge of state requirements and procedures in order to fulfill statutory requirements. The individual will be heavily involved with the transition of the current process to a new virtual process as a way of doing business. When the system progresses to a virtual process, this position will be the sole position for the state overseeing this new virtual process from Hartford.

**Preferred Knowledge and Experience**

- Knowledge of DMV documentation including titles, certificates of origin, and Q-1 forms
- Experience with Web-Marketing
- Ability to work closely with selected vendors
- Ability to research and interpret state statutes, regulations and administrative policies
- Knowledge of funding strands related to CORE-CT

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, the last 2 performance evaluations, and a State Application for Employment (CT-HR-12) by **October 29, 2012** to:

Eileen Morin  
Department of Administrative Services  
165 Capitol Avenue, 5-E  
Hartford, CT 06106  
Or  
Fax: (860) 713-7473

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.